

## DEAN'S DIRECTIVE NO. 1/2017

For bachelor's and master's degree study programmes  
at the Czech Technical University in Prague, Faculty of Transportation Science

### Preamble

- (1) The rules for the study for bachelor's, master's and doctor's degrees at the faculties of Czech Technical University in Prague (CTU) and university's institutes are in The Study and Examination Code for Students of CTU in Prague (further on the Code) which is issued according to § 17 Paragraph 1 sub. g) of The Higher Education Act (further on the Act) No. 111/1998 as a part of interior regulations of CTU in accordance with the Status of CTU. This Dean's Directive deals with the details which are not considered by the Code.
- (2) The accredited study programmes and fields at the Faculty of Transportation Sciences are published on the public section of the websites of CTU in Prague (see „The Study“ , part "Information for Study Applicants", tab "Study programmes and fields") and on the public section of the websites of CTU in Prague Faculty of Transportation Sciences (see "Faculty", part "Official noticeboard", tab "Accredited Study Programmes and Fields"):
  - a) Bachelor's degree study programme "B3710 – Technology in Transportation and Telecommunications". The standard length of study is 3 years, the form of study is full-time and part-time. The part-time form of study is held only in the study fields 3708R046 – LOG – Logistics and Transport Processes Control, 3707R002 – MED – Management and Economics of Transportation and Telecommunications and 3708R031 – LED – Air Transport. All study fields (except for the study field 3707R002 – MED – Management and Economics of Transportation and Telecommunications) have accreditation also for the education in the English language. The study fields:
    - 3708R009 – DOS – Transportation Systems and Technology
    - 3708R046 – LOG – Logistics and Transport Processes Control
    - 3707R002 – MED – Management and Economics of Transportation and Telecommunications
    - 3711R004 – ITS – Intelligent Transport Systems
    - 3708R031 – LED – Air Transport
    - 3708R047 – BEZ – Security Technologies in Transportation
    - 3708R030 – PIL – Professional Pilot
    - 3708R033 – TUL – Technology of Aviation MaintenanceIn Prague the study in all the study fields in the full-time form takes place. In Děčín, the study in full-time form takes place in the study fields DOS, LOG and MED. , all The study fields DOS and MED take place both in Prague and Děčín. The study in the part-time form in the fields LOG, MED and LED takes place only in Děčín.
  - b) The master's degree study programme "N3710 – Technology in Transportation and Telecommunications" following the bachelor's study programme. The standard length of study is 2 years. The form of study is full-time and part-time. The study in the study fields 3708T046 – LA - Logistics and Transport Processes Control, 3708T042 – LO – Logistics, Technology and Management in Transportation and 3708T017 – PL – Air Traffic Control and Management takes place in the full-time and part-time form. The study fields 3708T009 – DS – Transportation Systems and Technology, 3711T004 – IS – Intelligent Transport Systems, 3708T017 – PL – Air Traffic Control and Management and 3708T041 – TR – Transportation and Logistic Systems have accreditation also for the education in the English language. Study fields 3711T004 – IS – Intelligent Transport Systems and 3708T041 – TR – Transportation and Logistic Systems have accreditation as "joint-degrees". The study fields:
    - 3708T009 – DS – Transportation Systems and Technology
    - 3708T046 – LA - Logistics and Transport Processes Control
    - 3708T042 – LO – Logistics, Technology and Management in Transportation
    - 3711T004 – IS – Intelligent Transport Systems
    - 3708T017 – PL – Air Traffic Control and Management
    - 3708T047 – BT – Security Technologies in Transportation
    - 3708T041 – TR – Transportation and Logistic SystemsIn Prague the study in all the study fields takes place in the full-time form and in the study field PL also in the part-time form. In Děčín the study in the part-time form only in the study field LA takes place.

### Article 1 – Organization of the study

- (1) The academic year at CTU in Prague, Faculty of Transportation Sciences (further on FD) is organized in accordance with Article 2 Paragraph 1 – 4 of the Code.

- (2) The dean of the faculty announces for the academic year the "Time schedule of the academic year for the study in the bachelor's and master's study program at the CTU in Prague, Faculty of Transportation Sciences" that is published in the so called "White Book" and on the public section of the websites of the faculty. The beginning and end of tuition in summer and winter semester, examination period in winter and summer semesters, the periods for the students' registration in the winter and summer semester, the period of holidays, the period, when final state examinations take place, entrance exams, deadlines for conclusion of all courses from preceding semesters or academic years, terms for check of the study results, the periods for projects entrance procedures and other academic activities specific of FD are included in the time schedule.
- (3) The "White Book" also includes the Recommended Time Schedule of the Study (further on DČPS) that is such a time sequence of registration of courses and passing ungraded and graded assessments and examinations in particular subjects (or projects). Keeping this DČPS enables to finish the study in the standard time period.
- (4) DČPS includes all the courses whose completion is a necessary condition of a regular finishing a study programme.
- (5) In the DČPS of a part-time master's degree study there is a total number of hours which ask for extra-mural student's presence for the entire semester.
- (6) The study of a full and part-time form of a bachelor's degree study programme "Technology in Transportation and Telecommunications" of a standard length of 3 years is not divided into blocks. The full-time students (with the exception of the fields PIL – Professional Pilot and TUL - Technology of Aviation Maintenance) are sorted into particular study fields before beginning of the 4th semester on the basis of projects entrance procedures. The projects entrance procedures take place within the course of the 3rd semester (see Article 11). The students of the fields PIL – Professional Pilot and TL - Technology of Aviation Maintenance field are included in this field from the very beginning, they do not take part in project entrance procedures and their study is not project-orientated. The part-time study takes place only in the study fields 3708R046 – LOG – Logistics and Transport Processes Control, 3707R002 – MED – Management and Economics of Transportation and Telecommunications and 3708R031 – LED – Air Transport, the students are included in this field from the very beginning, they do not take part in project entrance procedures and their study is not project-orientated.
- (7) The master's degree study programme "Technology in Transportation and Telecommunications" following the bachelor's study programme is not divided into blocks. In the full-time form of study it is project-oriented. The students are sorted into particular study fields and projects on the basis of master's projects entrance procedures held according the Article 11 within the study entrance procedure already from the first year of study. The study takes 4 semesters according the DČPS. The part-time form of study is only held in the study fields 3708T046 – LA - Logistics and Transport Processes Control and 3708T017 – PL – Air Traffic Control and Management. The students are sorted into these particular study fields already from the first year of study, they do not take part in project entrance procedures and their study is not project-orientated.
- (8) At the registration of compulsory courses of relevant study programme (bachelor's or master's degree) in the winter semester the students can only register the courses written in the DPČS for a winter semester of the same study programme. At the registration of compulsory courses of relevant study programme (bachelor's or master's degree) in the summer semester the students can only register the courses written in the DPČS for a summer semester of the same study programme.
- (9) According to the DPČS in some study fields within the framework of relevant study programme (bachelor's or master's degree) there is a number of compulsory–optional courses in particular semesters. A student has to register the total number of these compulsory–optional courses of a relevant study programme during the study and fulfil regardless of how many compulsory–optional courses he registered and fulfilled in a winter or summer semester. He will register compulsory–optional courses from the offer of advertised courses for the relevant semester and study programme.
- (10) According to Paragraph 9 students can register field courses of other study fields of the FD or courses which are offered by other faculties of the CTU as compulsory–optional courses. These courses are involved in the compulsory number of credits (derived from the number of credits quantified for compulsory–optional courses) within the DPČS of a relevant study programme and field if a student gets approval of the head of the department where the project, on which the student works, comes from (see Article 11 below).

- (11) Students can also register other courses not part of their study program (or study field) DČPS or other courses of other faculties besides the courses registered in accordance with Paragraph 4, 9 and 10. Credits obtained for passing these courses are not in accordance with Article 14 Paragraph 4 SEC included in the number of necessary credits necessary for continuation in study according the Article 14 Paragraph 4 SEC.
- (12) If a student who has not completed his bachelor's degree with passing the state final examination registers courses (compulsory, optional or compulsory–optional) listed in the DPČS of the master's degree study programme following the bachelor's degree one, the credits acquired by completing these courses cannot be included in the total number of credits of the following master's degree at FD and the results in these courses will not be recognized to him within the following master's degree study following the bachelor's degree one.

**Article 2 – Information on study courses and records of their completion**

- (1) The conditions for getting ungraded and graded assessment and examination are in Article 9 and 10 of the SEC.
- (2) Before beginning of classes in the semester the heads of the departments of FD will publish (especially on the public section of the websites or internet application for timetable) for each subject:
  - a) names of all tutors appointed to lead lectures and lead training courses both at the faculty in Prague and in Děčín – The Institute for Bachelor's Degree Studies
  - b) tutorials of all tutors
  - c) requirements on the students' attendance on all other forms of organized education of particular courses according the Article 7 Item 5 SEC.
- (3) The tutors of all lectures and training courses appointed according to the Article 2, sub. a) will inform the students who registered the relevant courses 2 weeks after beginning the classes in the relevant semester introduced in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" at latest on:
  - a) compulsory presence in particular form of classes,
  - b) number and sort of semester projects, ways of their evaluation, terms of assignment and submitting semester projects,
  - c) way of continuous check of study,
  - d) demands for examination and condition of awarding ungraded and graded assessment,
  - e) list of literature for study or list of other demands,
  - f) way of continuous evaluation within the semester and the rate of an examination on total evaluation.
- (4) The departments will publish the terms and place where examination takes place, in the CVUT electronic (study) information system 3 working days at least before the first day of examination period of a relevant semester according to the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague ". A tutor charged to run lectures of a relevant course according to Paragraph 2 sub. a) sets organization and appointment of particular academic workers to examine a relevant course either in Prague or Děčín.
- (5) The tutor charged according to Article 2, a) (further on only "tutor") will record the students awarded ungraded and graded assessments and examinations immediately in the information system KOS (see Paragraph 4 and Article 5, Paragraph 3). Before recording an exam in the KOS system, the tutor verifies the student accepts the study result. If the student accepts it, it is necessary to record this in a way enabling verification of this afterwards till the end of student's study (in case of further inconsistencies). If the student does not accept the result, the tutor acts according the Article 10, Item 7 SEC. According to Article 11, Paragraph 1 of the SEC a written abbreviation, further the date of grading and a name of a tutor is recorded in the KOS system.
- (6) There are written records of awarded ungraded and graded assessments and examinations according to Article 9, Paragraph 5 and Art. 10, Paragraph 10 of the Code that are independent of the KOS system (they serve for check of study results in particular subject and its documentation) and that a subject tutor is obliged to archive for 10 years (acc. To Paragraph 2, sub. a)). A head of the department of FD can appoint a worker of the department who will be responsible for archiving written records of the results of all courses of the department.

- (7) A head of a department charges chosen workers of the department with the competence (expressed by a corresponding role in the KOS system) to classify names of the tutors of all lectures and training courses to all courses of the department in the KOS system in accordance with Paragraph 2, sub. a). These charged workers have simultaneously the competence to write down the study results in all courses of the department.
- (8) The worker who inserted a result into the system in accordance with Paragraphs 5 and 7 is responsible for registration of study results in courses into the KOS system.
- (9) The registration of results into the KOS system is never on behalf of the tutors done by the officers of the study department, nor the head of the study department nor the heads of particular departments.

### **Article 3 – Courses registration**

- (1) The conditions of a registration are set by Paragraph 13 of the Code.
- (2) The registration of courses in study semester takes place in terms and under conditions set by the dean in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague". The terms and conditions of registration specified in detail are published in announcements of the dean "Registration for students of Faculty of Transportation Sciences, CVUT in Prague" that are published on the public section of the Faculty's websites in sufficient advance.
- (3) All students of the Faculty of Transportation Sciences, CVUT in Prague (with the exception of students accepted for the 1<sup>st</sup> year of bachelor's and master's study program) must register in the semester using the KOS system in the deadline published in the announcement of the dean (see Article 2). The registration in a semester is valid when the student checks in the system the option "Close the registration". After this action student cannot change the registration. If a student does not register in the KOS system or does not close the registration in the above mentioned way, student is not registered in the semester.
- (4) Student can change his/her registration in the KOS system free of charge after the term for "student registration in the KOS system in the particular semester including the mandatory elective courses" announced in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" only in the term for "free of charge changes of the student registration in particular semester (including the 2<sup>nd</sup> registration in courses that are no more part of the recommended study plan due to changes in the accreditation) at the Study department (only in the office hours)" announced in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" only via the Study department.
- (5) To make the change in the registration at the Study department according Item 4 the identity of the student is checked using the KOS system and the officer of the study department performs the changes in the student's registration in a semester in the KOS system and prints the registration form, where student confirms his/her approval of the change by his/her signature. (This form is part of the student documentation at the Study department archived at the Study department for 10 years). Subsequently the officer of the Study department closes the student's registration in the KOS system again.
- (6) Student can within 2 weeks after the start of the classes in the semester, or more precisely after the term for "free of charge changes of the student registration in particular semester (including the 2<sup>nd</sup> registration in courses that are no more part of the recommended study plan due to changes in the accreditation) at the Study department (only in the office hours)" announced in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" ask for the change of cancelling of his/her registered obligatory courses. These changes are above the standard the operation ("registration in semester past the assigned term") and are charged according the rector's order for reimbursements for extraordinary and above standard operation valid for the academic year. After 2 weeks from the start of the classes in the particular semester all registered obligatory courses become binding for this semester and there can be no changes in the registration.
- (7) A student may ask at the study department for a free change or cancelation of compulsory-optional or optional courses, which was registered before, within three weeks after beginning classes in relevant semester. After three weeks from the beginning of classes in the semester all the registered compulsory-optional or optional courses become obligatory for the semester and the student's registration cannot be changed.

- (8) The head of the Study department charges the officers of the Study department with the tasks related to the student registration in semesters according the type and form of the study, year of study and study program. These charged officers carries out and are responsible for all tasks according to Paragraphs 4 – 7 connected with the subsequent changes of registrations.
- (9) In accordance with Article 13 Paragraph 4 of the Code a student can ask for postponing the term of registration in a semester for reasons which are not connected with fulfilling study duties according to Article 3 Paragraphs 12 – 14, Article 5 Paragraph 10, Article 6 Paragraph 10 and Article 7 Paragraph 10 of this Directive and according to Article 6 Paragraph 5 of the Code and Article 14 Paragraph 2 and 4 of the Code. The deferment of a student's registration in a semester for the reason which is connected with fulfilling study duties according to Article 3 Paragraphs 12 – 14, Article 5 Paragraph 10, Article 6 Paragraph 10 and Article 7 Paragraph 10 of this Directive and according to Article 9 Paragraph 3 of the Code and Article 18 Paragraph 2 and 4 of the Code, is permitted to a student only once his studies in a relevant study programme at maximum and only in exceptional cases of special regard. The application is submitted through the study department on an electronically filled-in form "Application for a deferment of a term of a registration in the semester" (published on the faculty's websites for downloading – see also Article 21 par. 2 sub. b)) and a fee has to be paid according to the rector's instruction on extraordinary and non-standard administrative tasks fees valid for a relevant academic year.
- (10) A student can complete the courses for a winter semester in a winter examination period and the courses for a summer semester in a summer examination period. The department can, however, announce other terms for awarding ungraded and graded assessments and examinations out of the periods mentioned above. A student gets ungraded or graded assessment in courses according to the DČPS during the examination period of a relevant winter or summer semester considering the tutor of a relevant subject can prolong the period for awarding an ungraded and graded assessments but the latest by the term of completing all the courses of the semester quoted in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" according to Article 8 Paragraph 2 of the Code. The deadline for a successfully completed examination in registered courses in winter or summer semester is the date of completing all the courses of the semester quoted in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" according to Article 8 Paragraph 2 of the Code.
- (11) A student who has not registered for an examination in the examination period in the semester, in which the subject was registered, or who failed the examination can be permitted to take an examination or resit during the following semester or during the following examination period. A student can take this examination by the date of completing all the courses of the semester quoted in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" according to Article 8 Paragraph 2 of the Code at latest.
- (12) If a student does not get the prescribed ungraded assessment, graded assessment or examination in the registered subject by the date of completion of all the courses of the semester quoted in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" according to Article 8 Paragraph 2 of the Code, he can register the subject again. In case of a repeated registration of the subject a student has to go through the course within its full range set by the tutor for the semester in which a student takes the course for the second time.
- (13) If the subject is completed with the combination of an assessment and examination, the student, who registered the subject for the second time, has to get the prescribed assessment again too.
- (14) A student who did not complete successfully courses can register them once more for the second time. Each subject can be registered twice at most – see Article 6 Paragraph 5 of the Code.

#### **Article 4 – Study inspection**

- (1) During the study these inspections of meeting study duties and study results are carried out:
  - a) inspection of the first block of study results – see Article 5: "Completion of the first block of study",

- b) inspection of the second block of study results – see Article 6: “Completion of the second block of study”
  - c) inspection of the study results – see Article 7: “Completion of the study”
  - d) inspection of minimum number of credits fulfilment set by Article 14 Paragraph 4 of the Code.
- (2) The study inspection according to Paragraph 1 sub. a) is done automatically by the KOS system (see Article 2 Paragraph 4) in terms set by the dean in the “Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague”
  - (3) The inspection of minimum number of credits fulfilment according to Paragraph 1 sub. d) is done automatically by the KOS system (see Article 2 Paragraph 4) at the registration in a winter semester and in the first year of study also at the registration in a summer semester.
  - (4) The inspection of successful completion of the subject according to Article 3 Paragraph 10 – 14 and according to Article 6 of the Code is done automatically by the KOS system (see Article 2 Paragraph 4) at the registration of a student in a semester to which the relevant subject belongs according to the DČSP.
  - (5) According to Paragraph 1 sub. d) „for the first semester of a study“ the dean of the Faculty exempts study inspection from those students who take the whole first academic year of a study at a foreign university within international bi-lateral agreements concluded between CTU in Prague or the faculty of Transportation Sciences CTU and a relevant foreign university or faculty (for example ERASMUS programme, study in „Joint-degrees“ study programmes and fields and others – see Article 10 Paragraph 5).

#### **Article 5 – Assignment of roles in the KOS system related to the course of study and resulting competences**

- (1) Assignment of roles related to education in the KOS system proceeds via application of the authorized person in the electronic Identity Manager System (IdM) of the CTU (further „IdM system“).
- (2) The head of the department according par. 1 authorized chosen employees of his department with the role “referee for the department's study” who perform in the KOS system the actions named in Art. 2 par. 7.
- (3) The head of the department according par. 1 authorized chosen employees of his department with the role „department's scheduler“, who have in the KOS system the authority to assign the names of lecturers of all lectures and trainings to all courses of the particular department in the KOS system in accordance with Art. 2 Par. 2 sub. a).
- (4) The head of the department according par. 1 can authorized chosen employees of his department with the role „department's referee“, in which they can in the KOS system perform the actions set for both the roles “referee for the department's study” (see par. 2) and „department's scheduler“ (see Par. 3).

#### **Article 6 – Assignment of roles in the KOS system related to the preparation and organization of the final state examinations and resulting competences**

- (1) Assignment of roles related to the preparation and organization of the final state examinations in the KOS system proceeds via application of the authorized person in the electronic Identity Manager System (IdM) of the CTU (further „IdM system“).
- (2) The head of the department according par. 1 authorized chosen employees of his department with the role „referee for SZZ“ (further „department's referee for SZZ“), who perform in the KOS system the actions named in Art. 15 Par. 8 and 14 (sub. b).
- (3) The head of the department according par. 1 authorized with the role or asks the KOS administrator for assignment of the role “administrator of the boards” (further “secretary of the examination board”) who in the KOS system perform the actions named in Art. 13 Par. 4 sub. c) and in Art. 14 Par. 6 sub. a) and in Art. 14 Par. 8 sub. d).
- (4) The guarantee of every study field in the bachelor's or master's study program according Par. 1 authorized one chosen employee with the role or asks the KOS administrator for assignment of the role „study field referee“ (further „study field referee for SZZ“), who in the KOS system performs the actions named in the Art. 13 Par. 4 and Art. 15 Par. 17.

### **Article 7 – Completion of a study**

- (1) Completion of the study refers to the study programmes whose course is not divided into the blocks see Article 1 Paragraphs 6 and 7 (refers to the study programmes of standard length of study of 2 and 3 years).
- (2) A student is obliged to complete the study by the last day set for the study inspection quoted in the “Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague” at the latest in the term in which he intends to complete his studies by passing the final state examination. Simultaneously the day of the final state examination must not exceed the maximum length of study within the relevant study programme. The maximum length of study is published in Article 3 Paragraph 8 of the Code.
- (3) The completion of the study is made in a form of the inspection of study results.
- (4) To complete the study a student has to make a registration at the study department for the inspection of study results (see also Paragraphs 5 – 9) by the last day set for the inspection of study results – see Paragraph 2, at the latest.
- (5) For successful completion of the study a student has to complete all the ungraded assessments, graded assessments or examinations in courses prescribed by the DČSP by the day set for Study inspection – see Paragraph 4.
- (6) A student checks the correctness of study results in the KOS system before printing them and submitting them at the study department within the inspection of the study results (see Par. 4).
- (7) A charged officer of the study department (see Article 3 Paragraph 8) within the inspection of the study results (see Par. 4) takes over the checked, printed and signed study results in a written form.
- (8) A charged officer of the study department (see Article 3 Paragraph 8) registers a successful completion of the study into the KOS system.
- (9) A charged officer of the study department (see Article 3 Paragraph 8) archives the checked, printed and signed study results in a written form in a student's file at the study department for 10 years.
- (10) The study of a student who does not complete his study successfully or who does not register for study results inspection so that the total length of study (the day of the final state examination) did not exceed maximum length of study in a relevant study programme is terminated because he did not meet the demands according to § 56 Paragraph 1 sub. b) of the Act and Article 34 Paragraph 7 sub. b) of the Code. § 68 of the Act applies to the decision procedure in this case.

### **Article 8 – Termination of a study**

- (1) The termination of a study is defined by Article 34 of the Code.
- (2) A student's study at the Faculty of Transportation Sciences is particularly terminated in the following cases:
  - a) If he does not come without an excuse to a registration in a relevant semester of study on a given term or does not register in a relevant semester in the announced term – see Article 13 Paragraph 4 of the Code
  - b) If he does not come to a registration after interrupted studies or does not register in a relevant semester in the announced term – see Article 13 Paragraph 8 of the Code
  - c) If he does not get minimum number of credits necessary for continuation in study according to Article 14 Paragraph 4 of the Code
  - d) If he has not successfully completed a course according Article 6 Item 2 of the Code after its second registration according Article 6 Item 5 of the Code during the study at the FD
  - e) If he does not complete the first study block in terms and under conditions expressed in Article 6 of this Directive
  - f) If he does not complete the study in terms and under conditions expressed in Article 7 of this Directive
  - g) If he fails the final state examination in a term set in Article 16 Paragraph 9 of the Code
  - h) If he does not complete the study with passing the final state examination within maximum length of study – see Article 16 Paragraph 10 of the Code.

### Article 9 – Transfers

- (1) The conditions of a transfer from another study programme at FD, at another faculty or University institute of CTU or at another university in the Czech Republic or abroad is set by Article 15 Paragraph 1 of the Code.
- (2) The transfer according to Paragraph 1 from another study programme at FD, at another faculty or University institute of CTU is only allowed during the registration period in the semester or during the period for free of charge changes of the student registration in semester expressed in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" and after fulfilling study duties according to Article 14 Paragraph 4 of the Code.
- (3) The transfer according to Paragraph 1 from another study programme at another university in the Czech Republic or abroad is only allowed during the registration period in the semester or during the period for free of charge changes of the student registration in semester expressed in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" and after fulfilling study duties according to Article 15 Paragraph 1 of the Code.
- (4) The transfer between particular study fields or study forms within the same study programme of the FD carried out at the same workplace of the FD is only allowed during the registration period in the semester or during the period for free of charge changes of the student registration in semester expressed in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" after elapsing 1 semester at least from the time when the student was registered for the first time in a field and form of study from which the student asks for a transfer. It has to be one academic year before the assumed completion of the study according to DČSP of the field and form of study where the student wants to transfer to. The transfer between particular study forms within the same study programme and study field of the FD carried out at the same workplace of the FD is only allowed during the registration period in the semester or during the period for free of charge changes of the student registration in semester expressed in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" anytime during the study. On behalf of the dean the vice-dean for education decides on the transfer on the basis of student's application filled in the electronic form "Application for the Transfer between Projects and Fields within the Same Study Programme of FD" or "Application for the Transfer between Forms within the Same Study Programme of FD" which is published to be downloaded from the public section of the websites of the faculty (see also Article 21 Paragraph 2 sub. e)). The application is submitted through the study department.
- (5) The transfer between particular study fields or forms within the same study programme of FD, which the student applies for within the framework of entrance procedure in bachelor's degree study programme or in respect with the study at a foreign university, is allowed immediately after submitting electronically filled in application on a prescribed form "Application for the Transfer between Projects and Fields within the Same Study Programme of FD" or "Application for the Transfer between Forms within the Same Study Programme of FD" (which is published to be downloaded from the public section of the websites of the faculty) within 2 weeks after starting classes in 1st semester of the relevant study programme at latest. The application is submitted through the study department and the vice-dean for education decides on the transfer on behalf of the dean.
- (6) The transfer between study fields or forms of study carried out at the workplaces in Prague and Děčín is only allowed in exceptional causes and follows Paragraphs (1) and (2). The vice-dean for education decides on the transfer on behalf of the dean on the basis of an electronically filled in application (see also Article 21 Paragraph 2 sub. I) of a student submitted to the study department either in Prague or in Děčín. The application is to be submitted not before a lapse of 1 semester from the date when the student was for the first time registered at a relevant workplace of the Faculty from where he applies for the transfer and concurrently at the latest 1 academic year before an assumed finish of his study according to DČPS of a field and form of study to which a student wants to transfer at the other workplace of the Faculty. In case of a transfer between study fields or forms of a study carried out at the workplaces in Prague or Děčín a student who transfers to an other workplace of the Faculty registers all courses again providing he can ask for assessment (further on recognition) of the results of courses from his former study (at the first workplace from which he transfers) according to Article 10 Paragraphs 1, 2, 4 and 5.
- (7) The students of the fields of study, whose study in its full-time form is project-orientated (see Article 11 Paragraph 1), have also according to Article 11 Paragraph 25 to attach the application for a change of a project to their application for the transfer between particular



study fields or forms of study within the same study programme of FD according to Paragraph 4 (see also Article 21 par. 2 sub. e)).

### Article 10 – Recognition of results in courses

- (1) A student can apply for recognition of results in courses of former study according to Article 13 Paragraphs 10 and 11 of the Code and Article 15 Paragraph 2 of the Code if the time of the date of their fulfilment is not longer than 5 years. In case of the recognition of the results in the same courses (for reasons of its different conclusion according Article 5 Paragraph 6 of the Code) during the transfer between particular study forms within the same study programme of the FD carried out at the same workplace of the FD according Article 9 Paragraph 4, student needs not to apply for the recognition of the results in these courses, these courses are recognized automatically by the approval of the vice-dean for education, including courses with the result E (sufficient).
- (2) A student follows, when applying for recognition of results in courses of former study within the study programme that takes place at FD, the routine in the sequence mentioned in sub. a) to f):
  - a) A student fills in and submits through the internet application for recognition of courses **of former study at CTU FD** the proposal for matching the courses he/she **has previously completed** at CTU FD to the courses according the DČPS of the study programme and field he/she actually studies, for check and approval to the vice-dean for education
  - b) Approval or disapproval of the proposal for matching the courses according Par. 2 sub. a) grants through the internet application for recognition of courses **of former study at CTU FD** only the vice-dean for education
  - c) After the statement of the vice-dean for education according Par. 2 sub. b) to the proposal for matching the courses according Par. 2 sub. a) the student can further on (during his/her study) according his/her discretion and requirements change, cancel or add proposals for matching the courses according Par. 2 sub. a) and subsequently react on the statement of the vice-dean for education according Par. 2 sub. b)
  - d) When student considers regarding his/her actual study the application for recognition of results in courses of former study within the study programme that takes place at FD complete, he/she **locks** it in the internet application for recognition of courses **of former study at CTU FD** and submits the final version of the matching of the courses he/she **has previously completed** at CTU FD to the courses according the DČPS of the study programme and field he/she actually studies to the vice-dean for education to assign the results to courses field he/she actually studies at FD
  - e) Based on the request generated from the internet application for recognition of courses **of former study at CTU FD** the vice-dean for education carries out in the internet application for recognition of courses **of former study at CTU FD** the recognition and assignment of results of courses student has registered at FD and approves it by signing the form “record of recognition of courses of former study at CTU FD” generated and printed from the internet application for recognition of courses **of former study at CTU FD**, that he/she afterwards delivers to the charged officer of the Study department (see Art. 3 Par. 8)
  - f) Charged officer of the Study department (see Art. 3 Par. 8) records the results of the courses at FD named in the “record of recognition of courses of former study at CTU FD” in the KOS system based on the supporting documents from the vice-dean for education named in sub. e)
- (3) At the recognition of results in courses within the study programme that takes place at another faculty or University institute of CTU, or in a study programme that takes place at another university in the Czech Republic or abroad according to Article 9 Paragraphs 2 and 3 the vice-dean for education approves or disapproves the recognition of the results of the courses in the form “Application for recognition of results in courses” (published for downloading in the public section of the websites of the faculty – see also Article 21 Par. 2 sub. c)) and in the form “recognition sheet – application for recognition of results in courses at another faculty CTU or another university” (published for downloading in the public section of the websites of the faculty – see also Article 21 Par. 2 sub. c)) that is integral part of the application, for all the courses together.
- (4) A student can submit the application according to Paragraphs 2 and 3 any time during the study (according Art. 3 through the Study department) and the vice-dean for education on behalf of the dean issues a decision on recognition of results in courses. A student cannot be recognized the results in courses within the study programme provided by FD or another faculty at CTU if the student's results in the courses were of grade E (sufficient). If a student as a consequence of recognition of results in courses applies for a change or

abolition of a registered compulsory course according to DČSP, the fee mentioned in the Rector's Order on payment for extraordinary and non-standard administrative tasks fees valid for a relevant academic year is in such a case remitted.

- (5) A student, who takes a part in abroad within international bilateral agreements concluded between CTU in Prague or CTU, Faculty of Transportation Sciences and a relevant foreign university or faculty (for example ERASMUS+ programme or others) follows, when applying for recognition of results in courses within the study programme carried out by another university in abroad, the routine in the sequence mentioned in sub. a) to h):
- a) Before his leaving for a study stay at a foreign university a student fills in and submits using the internet application for courses recognition for study at foreign universities the proposal for matching the courses he will study at the foreign university to the courses according the DČSP study plan of the study program and field he studies at the FD. It is submitted to the vice-dean for education for check and approval
    - in case of a planned completion of 2 or more semesters at a foreign university a student can put down any compulsory or compulsory optional course, which he has not taken from the DPČS of his study programme and field, into this plan
    - in case of a planned completion of only one semester at a foreign university a student can put down only compulsory or compulsory optional courses, which he has not taken from the DPČS of his study programme and field and which are according to DPČS sorted into winter or summer semester only that a student takes at a foreign university, into this plan
  - b) according to Paragraph 5 sub. a) the heads (or the deputy heads) of relevant departments (after the inspection and an approval of the vice-dean for education using the internet application) approve the matching of courses using the internet application for courses recognition for study at foreign universities based on an information email.
  - c) after the approval of all the relevant heads (or deputy heads) of departments according sub. b), the vice-dean for education approves the form "Comparing sheet of the courses at the Faculty of Transportation Sciences CTU before starting the study at a foreign university" generated from the electronic application with his signature. Before leaving for his study stay at a foreign university a student comes to the Study department where the charged officer confirms this form with a stamp and signature, gives the original to the student and puts its copy into the student's file (for the following inspection after the arrival from the study stay at a foreign university)
  - d) before leaving for his study stay at a foreign university a student will - within the registration into semesters that he will take at a foreign university - register the courses of FD presented in the form "Comparing sheet of the courses at the Faculty of Transportation Sciences CTU before starting the study at a foreign university" according to sub. a)
  - e) in case that there is a change of some course that a student wanted to take there (for example it was not opened in a relevant semester at the foreign university etc.) during his study stay at a foreign university, the student
    - will ask (either by post or email) through the mediation of the study department for an approval of this change in the form „Changes to Original Proposed Study Programme / Learning Agreement“ (issued by a relevant foreign university) which after the written approval of the vice-dean for education (and also the coordinator of the ERASMUS+ programme if needed) a charged officer of the study department (see Article 3 Paragraph 8) will put its copy into the student's file (for the following inspection after the arrival from the study stay at a foreign university)
    - fills in and submits (using the internet application for courses recognition for study at foreign universities) the proposal for matching the courses newly registered at the foreign universities based on the changes stated on the form „Changes to Original Proposed Study Programme / Learning Agreement“ to the courses according the DČSP study plan of the study program and field he studies at the FD for the check and approval of the vice-dean for education in accordance with the recommendation in sub. a)
    - the approval of the heads (or deputy heads) of relevant departments (after the check and approval of the vice-dean for education) of the courses matching follows the procedure in sub. b)
  - f) after the arrival from the study stay at a foreign university a student
    - fills in and submits (using the internet application for courses recognition for study at foreign universities) required information on all courses (including obtained results) he had really taken at the foreign university in accordance with the form the form "Comparing sheet of the courses at the Faculty of Transportation Sciences CTU before starting the study at a foreign university" (see sub. c)) and with the form

- “Changes to Original Proposed Study Programme / Learning Agreement“ (see sub. e))
- sends electronically to the vice-dean for education the Transcript of Records of relevant courses taken at the foreign university including their results
  - in case during the study at a foreign university the student had registered for new courses at the foreign university based on the changes announced in the form “Changes to Original Proposed Study Programme / Learning Agreement“ the student follows for these courses the procedures described in sub. c) and d).
- g) after the student fulfills the duties mentioned in sub. f), the vice-dean for education (using the internet application for courses recognition for study at foreign universities) checks the results from the courses student had taken at the foreign university and the check of correct results from courses student had registered at the FD recognized within the study at the foreign university. Furthermore he approves it signing the form a student will first submit the electronically filled-in form “confirmation of courses taken at a foreign university” generated and printed from the internet application for courses recognition for study at foreign universities and handles this form together with the printed Transcript of Records of relevant courses taken at the foreign university including their results to the charged officer of the Study department (see Article 3 Paragraph 8)
- h) a charged officer of the Study department (see Article 3 Paragraph 8) writes down the results from courses at FD named at the form “confirmation of courses taken at a foreign university” in the KOS system based on the data from the vice-dean for education mentioned in sub. g)
- (6) A student who took part of his studies at a collaborating university in abroad within the framework of the „Joint-degrees“ study programmes and field mentioned in DČPS, instead of the procedure mentioned in Paragraph 5 parts e) - g) only fills in electronically and submits the form “Application for recognition of the results in the courses from a collaborating foreign university“ (published on the public section of the websites of the faculty for downloading – see also Article 21 Paragraph 2 sub. d)), in which only the vice-dean for education approves the recognition of these courses.
- (7) A charged officer (see Article 3 Paragraph 8) of the Study department will register the results in courses mentioned in Paragraph 5 sub. h) to a student who took part of his studies at a collaborating university in abroad within the „Joint-degrees“ study programmes and fields mentioned in the “Time schedule of the academic year for FD” (on the basis of the form “Application for recognition of the results in the courses from a collaborating foreign university“) in the KOS information system.
- (8) A student may ask for the recognition of the results in courses passed within the extra study of particular courses within accredited study programs of lifelong education (governed by the “notice for participants of lifelong education to extra study of courses within accredited study programmes“) only if the time of the date of their fulfilment is not longer than 5 years and the total number or credits recognized in this way does not exceed 60% or the total number of credits in the relevant study programme. The recognition process follows the procedure in Item 2 and 4.
- (9) The vice-dean for pedagogy can set a term (usually within a range of more days), which is then obligatory for students, for consultations mentioned in Paragraph 5 Item c) and g).

#### **Article 11 – Projects and projects entrance procedures**

- (1) The studies at FD are project-orientated except for part-time form of study, the first block of the bachelor's degree study of a standard length of study 4 years, 1st – 3rd semester of the bachelor's degree study of a standard length of study 3 years and the study in the fields PIL/PP – Professional pilot and TUL/TL - Technology of Aviation Maintenance.
- (2) A projects leads students towards scientific and research activities of FD and to form habits to team work. The collaboration on a project is crowned with a bachelor's or master's thesis. The leaders of a project can be professors, senior lecturers, lecturers and specialist from research centres and non-academic areas.
- (3) The basic compulsory information on the project, which is foundation for entrance procedures into projects, contains:
- Project title both in Czech and English,
  - responsible project leader,
  - content of the project (annotation) both in Czech and English,
  - compulsory optional courses that students register together with the project within the relevant study programme,

- assumed number of students in each academic year for the time of running of the project,
  - proposition of topics of bachelor's or master's thesis that will be created for graduates within the projects in each academic year,
  - inclusion of the project into a study field.
- (4) The students are included into projects and thus also into study fields of a full-time bachelor's degree study programme "Technology in Transportation and Telecommunications" on the basis of projects entrance procedures (further on only "projects entrance procedures in bachelor's study") – see Paragraphs 6 – 17.
  - (5) The students are included into projects and thus also into study fields of a full-time master's degree study programme "Technology in Transportation and Telecommunications" following the bachelor's degree study programme on the basis of projects and fields entrance procedures organized within entrance procedures (further on only "projects entrance procedures in master's study") – see Paragraphs 6 – 11 and 18 - 23.
  - (6) The rules of projects entrance procedures in bachelor's study are specified the latest 1 month before the date of the Projects entrance procedures in bachelor's study introduced in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" in each academic year in the "Announcement on bachelor's study projects entrance procedures" and within "Information for the students of the 2nd year of the bachelor's degree study - PROJECTS ENTRANCE PROCEDURES" which are issued by the vice-dean for education and published on the public section of the websites of the faculty (further on "Announcement for VRP-B").
  - (7) The rules of projects entrance procedures in master's study are specified the latest 1 month before the date of the Projects entrance procedures in master's study introduced in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" in each academic year in the "Announcement on projects entrance procedures" within "Information for the students of the last year of the bachelor's degree study who put in an application for following master's degree study at CTU in Prague Faculty of Transportation Sciences – FOLLOWING MASTER'S DEGREE STUDY PROJECTS ENTRANCE PROCEDURES" which is issued by the vice-dean for education and published on the public section of the websites of the faculty (further on "Announcement for VRP-N").
  - (8) New projects are issued by heads of departments on the basis of submitted proposals at least 2 weeks before the term of the beginning of the project entrance procedure for a new academic year stated in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" Each project has to contain basic compulsory information on the project – see Paragraph 3. The guarantees of the study fields evaluate the projects issued by the departments not organizing the Final state exams in theses fields (according Article 15 Paragraph 16) and in case they find a project does not fit in the scientific content of the relevant field, can cancel the issue of such project.
  - (9) The exact date of projects entrance procedures is introduced in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague", in the "Announcement for VRP-B" and in the "Announcement for VRP-N"
  - (10) The participants in projects entrance procedure are informed about the offered projects at least 1 week before the term of the projects entrance procedures at least according to Paragraph 9.
  - (11) Students who take credit for introduction of a new project or students who have been interested in the problem of a project that had been already opened for a longer time, for example since the first year may be registered in the project on the basis of the recommendation of a leader of a project in exceptional cases regardless of his study results (see Paragraphs 14 and 22).
  - (12) All the students in the full-time form of a bachelor's degree study programme, who will register for the first time the courses according to DČPS of particular study fields of a bachelor's degree study in a following semester, take part in projects entrance procedure. The students of the PIL/PP – Professional Pilot and TUL/TL – Technology of Aviation Maintenance are the only one exception.
  - (13) The possibility of a choice within projects entrance procedures in a bachelor's degree study of a standard length 3 years is derived from a student's results in the 1st and 2nd semester and from his interest to work on a particular project.

- (14) According to Paragraph 11 a student has to apply for a preferential registration into a project within projects entrance procedure in bachelor's study through the study department of the Faculty by the date for starting the registration into projects through the internet application according "Announcement for VRP-B". The application is submitted at the study department on the form "Applications for a Priority Placement into a Project" (published for downloading on the public section of the websites of the faculty – see also Article 21 Paragraph 2 sub. g)), it is to be filled in only electronically and has to be signed by the head of a relevant department. The student will be in case of meeting the application registered into a project within number of vacancies set by a department for admission of new students into a project.
- (15) All students in the 2<sup>nd</sup> year of full-time bachelor's study are obliged to participate in the projects entrance procedure through the internet application at the public section of the websites of the faculty according instructions stated in the "Announcement for VRP-B. Other students, typically from the 1<sup>st</sup> year of bachelor's study, who wish to participate in the projects entrance procedure, must announce this fact at the study department the latest 5 working days before the date of publishing the standing of students (see Paragraph 16 and 17) in the "Announcement for bachelor's study projects entrance procedure".
- (16) The study department will process a standing of participants in the projects entrance procedure in bachelor's study according to study results for the period of study, for which the grading is judged from the point of view of the choice of a project according to Paragraph 13.
- (17) The names of the participants in the projects entrance procedure according Paragraph 16 are arranged in the order according to the final figure (the point appraisal) as a rate of fulfilled credits / weighted average (see Article 12 of the Code) for the period of study, for which the grading is judged from the point of view of the choice of a project according to Paragraph 13.
- (18) All the applicants who submitted an application for following master's degree study at CTU Faculty of Transportation Sciences will take part in the projects entrance procedure in master's degree study.
- (19) In case the applicant for master's study does not take a written acceptance test (thanks to acceptance without acceptance test based on the student's results) the possibility of a choice within projects entrance procedure in a master's degree study is derived from a applicant's results in preceding bachelor's (or master's as well) degree study and from his interest to work on a particular project. In case the applicant for master's study does take a written acceptance test the possibility of a choice within projects entrance procedure in a master's degree study is derived from the final amount of points gained in the written acceptance test. Further details regarding the determination of final standing of applicants in the projects entrance procedure in a master's degree study introduces the "Announcement for VRP-N" (see Paragraph 7).
- (20) The students in the last year of a bachelor's degree study programme FD, who submitted their application for the following master's degree study programme at CTU, FD, and do not take written acceptance test (thanks to acceptance without acceptance test based on the student's results) have a preferential right within projects entrance procedure to be registered into the same project and the relevant following study field (according to Paragraph 23) in which they are registered within bachelor's degree study at FD if they ask for this within projects entrance procedure in a master's degree study and if the relevant department gives approval to their study's continuation (according to the procedure introduced in the "Announcement for VRP-N"). In other cases these students follow the procedure introduced in VRP-N for the case they do not want within a master's degree study to continue in the same project within the following study field according to Paragraph 23.
- (21) The applicants from other faculties of CTU or other universities in the Czech Republic or from abroad, who submitted an application for the following master's degree study at CTU, Faculty of Transportation Sciences, will take part in projects entrance procedure in a master's degree study in accordance with instructions which are sent to them within the entrance procedure.
- (22) According to Paragraph 11 a student has to apply for a preferential registration into a project within projects entrance procedure in master's degree study through the study department of the Faculty by the date of concluding the 0th round mentioned in the "Announcement for VRP-N". The application is submitted at the study department on the form "Applications for a Priority Placement into a Project"(published for downloading on the public section of the websites of the faculty – see also Article 21 Paragraph 2 sub. g)), it is to be filled in only electronically and has to be recommended by the head of a relevant

department and the student will be registered into a project within number of vacancies set by a department for admission of new students into a project.

- (23) For needs of the projects entrance procedure in a master's degree study the following study fields are set within bachelor's degree study:
- a) 3708R009 DOS - Transportation Systems and Technology as a following study field 3708T009 DS - Transportation Systems and Technology within a master's degree study programme
  - b) 3708R046 – LOG – Logistics and Transport Processes Control as a following study field 3708T046 – LA – Logistics and Transport Processes Control within a master's degree study programme
  - c) 3707R002 MED - Management and Economics of Transportation and Telecommunications as a following study field 3708T046 – LA – Logistics and Transport Processes Control within a master's degree study programme
  - d) 3711R004 ITS - Intelligent Transport Systems as a following study field 3711T004 IS - Intelligent Transport Systems within a master's degree study programme
  - e) 3708R031 LED - Air Transport as a following study field 3708T017 PL - Air Traffic Control and Management within a master's degree study programme
  - f) 3708R047 – BEZ – Security Technologies in Transportation as a following study field 3708T047 – BT – Security Technologies in Transportation within a master's degree study programme
- (24) A student can apply for a transfer from a project in which he was registered within projects and study fields entrance procedure only during the term for registration in semester or during the term for free of charge changes of the student registration in particular semester set by the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" and at the same time after elapsing 1 semester at least from the time when the student was registered for the first time into a project, from which the student asks for a transfer, and 1 academic year at the latest before the assumed completion of the study according to DČSP in the relevant study field.
- (25) The application for the transfer between projects is – according to Paragraph 24 – submitted being filled in the electronic form "Application for the Transfer between Projects within The Same Study Field of FD", which is published to be downloaded on the public section of the websites of the faculty (see also Article 21 Par. 2 sub. e)), through the Study department. It has to be signed by the leader of the original project and the leader of the new one where a student transfers to and by heads of both departments that cover both projects. The transfer according Article 9 Paragraph 4 and 5 between projects, including the transfer from the full-time in the part-time form, is permitted only when the student has obtained the assessment from the current project, from which he applies to transfer and which the student has registered in the semester preceding the exam period, when he applies for the transfer. According to Paragraph 24 the vice-dean for education decides on the transfer just during registration period in the semester or during the term for free of charge changes of the student registration in particular semester set by the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague".
- (26) If there is a change of student's study field according to Paragraphs 24 and 25 during a change of a project, Article 9 Paragraph 4 of the Directive is followed.

#### **Article 12 – Final State Examinations**

- (1) The final state examinations at CTU follow Articles 16 – 18 of the Code.
- (2) The study at the Faculty is duly completed by passing the Final State Examination (further on SZZ) whose part is presentation and defence of bachelor's thesis within bachelor's degree study programme or presentation and defence of master's thesis within master's study programme following bachelor's programme.
- (3) The Final State Examination verifies whether a student acquired complex knowledge and skills required by the study plan of a study field and whether he is prepared for his career.
- (4) SZZs are held four times a year – in January, May, June and September. The SZZs are held in Prague for all the students of all forms of studies registered in the study programme at FD in Prague and the SZZs are held in Děčín for all the students registered in the study programme at the Děčín workplace. In exceptional cases when the number of students registered in the study programme at Děčín workplace and registered for SZZ in a relevant term and study field is 5 or fewer the SZZ may be held at FD in Prague for these students if the vice-dean for education approves it as well as the students registered in the relevant

term for SZZ at Děčín workplace. The exact terms and time schedule of the SZZ is set by the departments mentioned in Article 15 Paragraph 16 within the period which is set in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague".

- (5) SZZ is public and consists of 2 parts – each of them is graded separately:
  - a) presentation and defence of a bachelor's or master's thesis
  - b) oral examination in special courses
- (6) According to Paragraph 5 sub. a) a student has 15 minutes for a presentation of his bachelor's or master's thesis within its defence. He need not use all the time. A student defends his bachelor's or master's thesis in Czech or Slovak. A student defends his bachelor's or master's thesis in English within the study programmes accredited in English.
- (7) An oral examination in special courses consists of three special courses, two of them are compulsory and one is optional.
- (8) The list of all special courses, which oral examinations are held in within SZZ in a relevant academic year, are published in the "White Book" (see Article 1 Paragraphs 2 and 3) for the academic year and are published on the public section of the websites of the faculty.
- (9) The detailed content of all final state examination courses (compulsory and optional) in particular study fields are published by the guarantees of the study fields on the public section of the websites 1 month at least before the date of SZZ.
- (10) A student has to take the final state examination or its last part including its resit 1,5 year at the latest after the day of fulfilling all other requirements arising from the study programme. The last day of an examination period in the last semester, which a student registered courses in (see Article 16 Paragraph 9 of the Code), is considered to be fulfilment of other requirements arising from the study programme. Even in the case that a student does not register courses according to DČSP, he is obliged to register in semester in terms announced by the dean according to Article 3 Paragraph 2.
- (11) A student has to take the final state examination or its last part in a term of a maximum time of study at the latest – see Article 16 Paragraph 10 of the Code.

### **Article 13 – Requirements for final state examination admission**

- (1) The student who meets all the following requirements can take the final state examinations (further on SZZ).
  - a) He is a student of CTU, Faculty of Transportation Sciences
  - b) He completed successfully his studies according to Articles 7
  - c) He submitted a bachelor's or master's degree thesis according to a deadline appointed in "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague".
  - d) The supervisor of the bachelor's or master's thesis has latest 3 days after the term set by the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" for the submission of the bachelor's or master's thesis according the procedure in Article 15 Paragraph 13 confirmed the approval of the submitted bachelors's or master's thesis in the KOS system according the "Operational notice for the Final State Examination".
- (2) The student is obliged to apply for the SZZ in the KOS system according to "Operational notice related to the final state examination (FSE) at the FTS CTU", published by the Study department latest one month before the beginning of the term for SZZ set by the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague".
- (3) The deadline for registration for the SZZ in the KOS sytem is set in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague".
- (4) The study field referee for SZZ (see Article 6 Paragraph 4) latest 3 calendar days after the registration for the SZZ in the KOS system (see Paragraph 3) set in the the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" in the KOS system
  - a) sets up particular commission for the SZZ in the relevant study field, that meets in the closest term for SZZ set in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague"

- b) assigns the students who registered within the given study programme for the SZZ according par. 3 with individual SZZ boards set up in the KOS system (see sub. a)) with respect to the facts given in the Article 15 Par. 17
  - c) based on instructions of the Head of department that organize the SZZ within the relevant study field according Art. 15 Par. 16, he appoints the chosen academic staff members with the role (assigned to them in accordance with the Art. 6 Par. 3) as "administrators of the boards" (further on "Secretary of the Examination board") to the particular Examination boards set up in the KOS system in particular field
  - d) as soon as the SZZ study programme officer enters the data on the Secretary of the Examination boards into the iKOS system, the secretary shall receive an e-mail informing him about being appointed with the role of "administrator of the board"
- (5) If the student does not submit the bachelor's or master's thesis according to a deadline according procedure appointed in the Art. 15 Par. 13 and does not register for the SZZ according to a deadline according to DČSP, he will announce this fact in an electronic form "Announcement about postponement of taking the SZZ and submitting the bachelor or master's degree thesis" (available for downloading on the public section of the internet websites of the Faculty – see also Article 21 Par. 2 sub. j)). He has to announce it on the same deadline as the application for the SZZ to the manager for pedagogical agency of the department (according to Paragraph 3) where he had his bachelor's or master's thesis registered. The manager will immediately announce this information to the secretary of the examination board according to Article 14 Paragraph 8 and delivers a copy of filled in and signed form "Announcement about postponement of taking the SZZ and submitting the bachelor or master's degree thesis" at latest within 10 days to the study department where a record on this fact is immediately put in the KOS system. The above mentioned form is archived for 5 years at the Study department in the student's documentation and the head of the study department is responsible for archiving.
- (6) If the student does submit the bachelor's or master's thesis according to a deadline according procedure in the Art. 15 Par. 13 but does not register for the SZZ according to a deadline according to DČSP, he/she will announce this fact in an electronic form "Statutory declaration on the submitting the VZKP (bachelor or master's degree thesis) and announcement about postponement of taking the SZZ" (available for downloading on the public section of the websites of the Faculty – see also Article 21 Par. 2 sub. j)). He has to announce it on the same deadline as the application for the SZZ to the manager for pedagogical agency of the department (according to Paragraph 3) where he had his bachelor's or master's thesis registered. The manager will immediately announce this information to the secretary of the examination board according to Article 14 Paragraph 8 and delivers a copy of filled in and signed form "Statutory declaration on the submitting the VZKP and announcement about postponement of taking the SZZ" to the study department where a record on this fact is immediately put in the KOS system. The above mentioned form is archived for 5 years at the Study department in the student's documentation and the head of the study department is responsible for archiving.
- (7) In case student does not submit the form "Announcement about postponement of taking the SZZ and submitting the bachelor or master's degree thesis" (according Paragraph 5) according to a deadline, the procedure is according Article 16 Paragraph 4 of the Study and Examination Code as in case he/she did not give a written excuse and late excuse was not accepted by the dean.
- (8) In case student does not submit the form "Statutory declaration on the submitting the VZKP and announcement about postponement of taking the SZZ" (according Paragraph 6) according to a deadline, the procedure is the same as in case he/she has not submitted the bachelor's or master's thesis and further according Paragraph 5 and 7.

#### **Article 14 – Rules of procedures of the examination boards for SZZ**

- (1) The structure of examination board for SZZ is written in Article 16 Paragraph 2 of the Code
- (2) The names of all experts approved by scientific board of the faculty, who have been appointed by the dean as members of examinations boards for individual types of studies, study programmes and fields of studies are published in the list on the public section of the websites of the faculty. The website is regularly updated by the vice-dean for education.
- (3) The names of all members of examination boards, appointed as chairmen and vice-chairmen by the dean (Article 16 Paragraph 2 of the Code), are published in the list on the public section of the websites of the faculty. The website is regularly updated by the vice-dean for education.
- (4) A member of examination board for SZZ in bachelor's degree study programme according to Paragraphs 2, 3 must have completed at least a University master's degree.



- (5) A member of examination board for SZZ in master's study programme according to Paragraphs 2, 3 must have completed a University doctoral degree at least. If he has other employment outside CTU in Prague (it means an expert from the field) a master's degree is sufficient.
- (6) The heads of departments propose the structure of examination boards consisting of professors, senior lecturers and experts who are on the list according to Paragraph 2. They must submit this proposal latest 6 calendar days before the 1<sup>st</sup> day of the term for the final state examination set in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" according the following process:
  - a) the head of the department discusses the structure of the examination board (in accordance with par. 2-5) with its secretary (assigned with this role according the process in the Art. 13 Par. 4 sub. c). The secretary inputs the members of the examination board (including the chairman and vice-chairman) in the KOS system (including data on the time and place where it takes place) separately for each day of its meeting and gives this list for check and approval to the head of the Study department
  - b) the head of the study department checks the namelist of the proposed examination board and in case of any inconsistencies asks for and ensures the correction
  - c) the secretary of the examination board assigns in the KOS system the students to particular days and time of the examination board meeting
  - d) as soon as the secretary of the examination board inputs the structure of the examination board in the KOS system, all its members are informed by e-mail on their nomination, the time and place of the examination board meeting and the names of the students assigned to the examination board in particular days (and time if needed).
- (7) Chairmen, vice-chairmen and experts, who have been approved by the scientific board of the Faculty, are appointed by the dean as members of examination boards for particular study programmes and fields of study. Their letters of appointment are archived at the study department, which is a responsibility of the head of the department.
- (8) A secretary of examination board (assigned with this role according the process in Art. 16 Par. 4 sub. c), who needs not to be member of the board according Art. 16 Par. 2 of the Core is responsible for the accomplishment of the following tasks regarding SZZ:
  - a) To publish a detailed time schedule of SZZ with the names of individual students on a public notice of a relevant department. He has to enclose a copy at the study department 1 week before the examinations at least
  - b) To take over and collect originals of bachelor's and master's theses and their electronic version in the format of \*.pdf on CD two weeks after the deadline at the latest. It is written in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague". (In accordance with the Rector's order, the theses have to be made public at the given department at least five working days before the examinations),
  - c) To take over and collect reports from both the supervisor and the opponent of all bachelor's and master's theses before the SZZ (the report from the supervisor and the opponent of each thesis must be latest 3 calendar days before the 1<sup>st</sup> day of the term for SZZ set in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" for publishing at the particular department) and in case of an undisclosed thesis, postponed for publishing according § 47b Art. 4 of the Act (according Art. 15 Par. 11) including the non-disclosure agreement with the signagure of the opponent according Art. 15 Par.16 sub. b)
  - d) To carry out a report on the course and results of SZZ according to Article 16 Paragraph 2 of the Code and to submit this report at the study department. It is necessary to submit the original of the written document about the bachelor's and master's theses opponent's appointment by the head of the department and the originals of the Student's report by supervisor and opponent of each bachelor's and master's thesis immediately after finishing SZZ.
  - e) To inform all members of the examination board about the course and results of the student's studies. It is also necessary to inform about the possibilities and conditions of the student to graduate from the studies with the assessment "passed with distinction" according to Article 18 Paragraph 2 of the Code
  - f) To ensure that all the originals of bachelor's and master's theses are delivered to the local library FD (within the Central Library CTU). According to Article 15 Paragraph 23 it is necessary to archive a completion certificate in one copy at a relevant department.

- (9) A chairman of the examination board is responsible and in charge of the proceeding. In case the chairman is absent, the vice chairman is responsible in accordance with Article 16 Paragraph 12 of the Code. A supervisor and opponent of a relevant bachelor's or master's diploma thesis can participate in the proceeding of the examination board (a supervisor of a bachelor's or master's diploma thesis has to participate in case according to Article 15 Paragraph 18).
- (10) The examination board evaluates the results of defending bachelor's and master's theses and also the oral exams at a private session, which a supervisor and opponent of a relevant bachelor's or master's diploma thesis can participate in if they are present at the proceeding according to Paragraph 9.
- (11) The meeting is quorate if there are more than half of the members present while either the chairman or the vice chairman must be present. If a supervisor and opponent of a relevant bachelor's or master's diploma thesis are present in the session of an examination board according to Paragraph 9, they take part in voting. In case the votes are equal, the chairman has the deciding vote (see Article 16 Paragraph 11 of the Code).
- (12) The secretary makes a record on the SZZ, then either the chairman or the vice-chairman signs it as well as other members present and if a supervisor and opponent of a relevant bachelor's or master's diploma thesis are present in the session of an examination board according to Paragraph 9, they can sign it as well. The minimum number of the present members including the chairman is five.

#### **Article 15 – Bachelor's and master's thesis**

- (1) A bachelor's or master's thesis and its defence prove that the graduates are able to exercise their knowledge and skills when solving tasks from their field of study in practice.
- (2) Students who study the programme in Czech language can write their bachelor's or master's thesis in Czech, Slovak, or English. Students who study the programme in English language are allowed to write the bachelor's or master's thesis only in English language.
- (3) Assignment of bachelor's or master's theses at study fields, which are project-oriented (see Article 11 Paragraph 1), are issued from the solved tasks during projects of the scientific research activities at departments and their partner's workplaces. Assignment of bachelor's or master's theses for the students of those fields in accordance with the heads of the projects it is necessary that the head of the department decides for full-time study both in Prague and Děčín. It must be in accordance with the fact where students' project is registered. It is according to Article 11 Paragraph 3 sub. b) of this Directive.
- (4) Assignment of bachelor's or master's thesis topics at study fields, which are not project-oriented, is issued from practice or scientific research plan of departments. Their specialization, extent and intensity are divided at bachelor's and master's studies. For those students, the heads of departments are obliged to assign bachelor's or master's thesis topics on the basis of student's application (see also Article 21 Par. 2 sub. i)). They have to do so in accordance with the assigned heads of the bachelor's or master's theses according to sub. a) to c).
  - a) For the part-time form of study in Prague in the study field 3708R046 – LOG – Logistics and Transport Processes Control, 3707R002 – MED Management and Economics of Transportation and Telecommunications, 3708T046 – LA – Logistics and Transport Processes Control a 3708T042 – LO – Logistics, Technology and Management in Transportation the head of department K617- Department of Logistics and Management of Transport set bachelor's or master's theses assignments. After a discussion with head of the department K617, the assignment of bachelor's or master's thesis for the part-time form of study field 3708R046 – LOG – Logistics and Transport Processes Control, 3707R002 – MED Management and Economics of Transportation and Telecommunications, 3708T046 – LA – Logistics and Transport Processes Control a 3708T042 – LO – Logistics, Technology and Management in Transportation can be also provided by another head of department. (It is necessary its academic member to be a bachelor's or master's thesis supervisor.) He is obliged to inform the manager for education of the K617 departmnet about the assignment of the bachelor's or master's thesis 10 calendar days at the latest from the assessment of the assignment.
  - b) For a full-time study in 3708R030 PIL - Professional Pilot and 3708R033 TUL – Technology of Aviation Maintenance, the head of K621 – Department of Air Transport sets the assignment of bachelor's theses. After a discussion with the head of K621, the assignment of bachelor's thesis for the field of study 3708R030 PIL - Professional Pilot and 3708R033 TUL – Technology of Aviation Maintenance can also be provided by a head of a different department. (It is necessary its academic member to be a bachelor's

- thesis supervisor.) He is obliged to inform the manager for education of K621 about the assignment of both bachelor's and master's thesis 10 calendar days at the latest from the assessment of this assignment.
- c) For the part-time form of study in the fields 3708R031 – LED – Air Transport a 3708T017 – PL – Air Traffic Control and Management, the head of K621 – Department of Air Transport sets the assignment of bachelor's or master's thesis. After a discussion with the head of K621, the assignment of bachelor's thesis for the study field 3708R031 – LED – Air Transport or the master's thesis in the study field 3708T017 – PL – Air Traffic Control and Management can also be provided by a head of a different department. (It is necessary its academic member to be a bachelor's thesis supervisor.) He is obliged to inform the manager for education of K621 about the assignment of both bachelor's and master's thesis 10 calendar days at the latest from the assessment of this assignment.
- (5) The title of bachelor's or master's theses, its outline within the rules of working out, extent of a bachelor's or master's thesis and literature used are named in the assignment of bachelor's or master's theses. The minimum extent is following:
- a) 35 pages of the written text (including pictures, graphs and tables, which are part of the text) of a bachelor's thesis
- b) 55 pages of the written text (including pictures, graphs and tables, which are part of the text) of a master's thesis
- (6) Students of full-time and part-time from of study are obliged to have a bachelor's or master's thesis assigned minimum of ten months before the deadline of the theses submission in the electronic form in \*.pdf including all annexes in the KOS system mentioned in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague". The assignment of bachelor's and master's thesis is compiled on the specific unified electronic form "Assignment of bachelor's thesis" or "Assignment of master's thesis" which is available for downloading on the public section of the website of the faculty. The deadline of assignment of bachelor's and master's thesis is mentioned in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague". A student registers at a given department (according to Paragraph 3 and 4) for assignment of bachelor's or master's thesis. A supervisor of bachelor's or master's thesis hands over the assignment on a specific unified electronic form to the student within this term.
- (7) A supervisor of a bachelor's or a master's thesis can propose a change in the assignment to the head of the department during the process. If a student does not submit his bachelor's or master's thesis by the deadline, but at the same time he gets sufficient number of credit points to continue in the studies according to Article 14 Paragraph 4 of the Code, the substitute deadline for submitting the theses in the electronic form in \*.pdf including all annexes in the KOS system mentioned in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" moves to the following semester. Manager for pedagogical agency is obliged to ensure the postponement of submitting a bachelor's or master's thesis in the KOS system one month after this change at the latest.
- (8) The employees assigned with the role "department referee for SZZ" according Art. 6 Par. 2 at particular departments after the assignment of bachelor's or master's thesis for particular students are required to enter all data concerning the assignment of both bachelor's and master's theses into the KOS information system. They also indicate any possible permitted changes regarding a title or deadline of submission of the theses of individual students – see Paragraph 7.
- (9) In case the title of bachelor's or master's thesis is changed during the process of assignment, the relevant head of the department ensures the change and publishing of a new assignment on a specific filled in form according to Paragraph 6.
- (10) The head of the department with an agreement of the dean appoints within assignment of bachelor's and master's thesis the supervisors of both of them and the process of work together with the rules. In the full-time study form for fields that are project oriented (see Art. 11 Par. 1) at least one of the supervisors of the bachelor's or master's thesis must be at the same time one of the supervisors of the project student is registered for. If a supervisor of a bachelor's or master's diploma thesis is not an academic worker of CTU in Prague, another worker from the academic staff of CTU in Prague has to be written in the assignment of a bachelor's or diploma thesis.
- (11) Students in accordance with the Rector's order No 6/2006 "The publication of final theses at CTU according to § 47b) of the Act" state a declaration at the beginning of the

bachelor's or master's thesis "I have no relevant reason against using this schoolwork in the sense of § 60 of Act No121/2000 concerning the authorial law". If during the bachelor's or master's thesis assignment creation appears any relevant reason against using this schoolwork thesis regarding § 60 n. 121/2000, it is possible to assign the bachelor's or master's thesis as a non-disclosed when following the procedures below:

- a) Together with the bachelor's or master's thesis assignment creation, but latest at the day of delivering the bachelor's or master's thesis assignment for the signature to the dean of the faculty, must
  - the student apply for the assignment of the thesis as undisclosed one (postponed for publishing according § 47b Art. 4 of the Act ) through the study department by submitting the application filled in electronically on the form "general application" (published for download on the public section of the websites of the faculty or on the public section of the websites of CTU)
  - the supervisor of the bachelor's or master's thesis prepare and print in 4 copies the "Bachelor's or master's thesis non-disclosure agreement" (further on "non-disclosure agreement")
- b) The non-disclosure agreement is signed by the
  - supervisor or the bachelor's or master's thesis
  - head of the particular department according Art. 3 and 4
  - student
- c) the department submits the the non-disclosure agreement signed according sub. b) to the dean for the signature together with the assignment of the bachelor's or master's thesis
- d) when following the routine in sequence mentioned in sub. a) to c) the dean issues the decision approving the postponement of publishing the thesis for the duration of the obstacle for publishing, at the latest for 3 years from its successful defence (according § 47b Art. 4 of the Act )
- e) the non-disclosure agreement signed by the dean of the faculty and the decision of the dean of the faculty according sub. d) the officer of the dean's office gives in one copy:
  - to the student
  - to the assigned officer of the study department (see Art. 3 Par. 8) that inputs it for archivation in the student's documentation he is responsible for
  - for archivation in the local library of the FTS (within the central library of the CTU) that ensures this bachelor's or master's thesis will not be publically available
  - gives for archivation to the relevant department, where the manager for education is responsible for the archivation
- f) the faculty sends without unnecessary delay after the defence of the thesis with postponed publishing 1 copy of the thesis to the Ministry of Education, Youth and Sports for archivation (according § 47b Art. 4 of the Act )
- g) in case of following the sequence a) – f) the student does not state the declaration at the beginning of the bachelor's or master's thesis "I have no relevant reason against using this schoolwork in the sense of § 60 of Act No121/2000 concerning the authorial law".

(12) In accordance with the guideline n. 1/2009 of the vice-rector for scientific and technological park and student matters. He will write and sign a declaration on an individual page about "keeping the ethical principles during a preparation of final theses". The declaration sounds "I declare that I accomplished my final thesis by myself and I named all the sources I used in accordance with the Guideline on ethical preparation of university final theses".

- (13) Students submit the bachelor's or master's thesis (according Art. 13 Par. 1 sub. c)) by
- a) by submitting it in electronic form in the \*.pdf format (possible attachments in the version according to the supervisor's instructions) in the KOS system (including filling in separately the annotation, keywords and information on the thesis language) in the term set in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" and at the same time (in case it is not non-disclosed bachelor's or master's thesis according Art. 15 Par. 11 with postponed publishing according § 47b Art. 4 of the Act) mark, and thus give their approval of the CTU licence agreement on using the schoolwork in the sense of § 60 of Act No121/2000
  - b) submits one paper original 2 weeks at the latest after the term for submittin set in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague"
    - to the secretary of an examination board (see Article 14 Paragraph 6 and according to Article 14 Paragraph 8 sub. b)) in case that the student (full-time and part-time form of study) has his bachelor's or master's thesis assigned (according to Article 15

Paragraph 3 and 4) at a department that organizes SZZ in a given form of study and a relevant study field according to Paragraph 16

- at the secretary office of the department where the student (full-time and part-time form of study) has his bachelor's or master's thesis assigned in case the department does not organize SZZ in a given form of study and a relevant study field according to Paragraph 16

(14) Latest

a) 3 calendar days after the term for submitting the bachelor's or master's thesis in electronic form in the \*.pdf format including all annexes in the KOS system set in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" the supervisor of the bachelor's or master's thesis confirms his approval of the submitted bachelor's or master's thesis in the KOS system and at the same time sets in the KOS system if the submitted bachelor's or master's thesis will be publically available or if it will be available only for the member or the academic staff of CTU in Prague). (The acts mentioned here can in rare cases be done by the head of the department where the thesis had been assigned).

b) 5 calendar days after the term for submitting the bachelor's or master's thesis in electronic form in the \*.pdf format including all annexes in the KOS system set in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" the head of the department, where the student has the thesis assigned, appoints the opponent of the bachelor's or master's thesis according to Paragraph 15 either from scientific research experts or field and academic experts, who are involved in the given study field. In case of a non-disclosed bachelor's or master's thesis according Art. 15 Par. 11 with postponed publishing according § 47b Art. 4 of the Act the appointed opponent must sign the non-disclosure agreement. The naming of the opponent by the head of the department is realized by the procedure below:

- the supervisor of the bachelor's or master's thesis gives the data on the opponent (name, surname, titles, employer or the field of business, contact email address and phone number) to the referee of the department for SZZ, who inputs the data in the KOS system to the particular bachelor's or master's thesis.
- the referee of the department for SZZ has to inform the head of the department on all the names of the opponents and get his approval of these opponents
- as soon as the referee of the department for SZZ inputs the opponent data in the KOS system, the opponent is informed by email of his naming, of the available options to become acquainted with the bachelor's or master's thesis under review and of the term for work up the report (external opponent also receives by email the instructions how to deliver the report in the electronic form in the KOS system – see par. 20)
- the referee of the department for SZZ is responsible for the opponents data input in the KOS system to the head of the particular department

(15) The opponent of the bachelor's or master's thesis has to have a minimum University master's degree. The opponent and the supervisor of bachelor's or master's thesis are not allowed to be both academic experts and inceptors at the same department (Faculty of Transportation Sciences) unless one of them is not employed outside the CTU (unless the person is a specialist in the field).

(16) Departments, which organize the state final exams both in Prague and Děčín, are the following ones:

- K612 – Department of Transporting Systems and Technology (study fields DOS and DS).
- K614 – Department of Applied Informatics (study fields AUT and ID)
- K616 – Department of Transporting Technology (study fields DOS and DS),
- K617- Department of Logistics and Management of Transport (study fields LOG, MED, LA, LO and TR),
- K620 – Department of Control and Telematics (study fields AUT, ITS, ID and IS)
- K621 – Department of Air Transport (study fields LED, PIL, TUL and PL),
- K623 – Department of Security Technologies and Engineering (study fields BEZ, BT and BD),

(17) Students who have the assignment of bachelor's or master's thesis at departments, which do not organize the state final exams at given study field according to par.16, it is necessary that the authorized people discuss, latest 5 working days after the term of registration for the final state exam set in the in "Time schedule of the academic year for

the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague", with the study field referee for SZZ of the particular study field (see ar. 6 par. 4) enlistment of these students in the particular examination board. The examination board is chosen based on the student's choice of optional special course according to Article 12 Paragraph 7. The department where the final state exams are not organized is obliged to send to the secretary of a selected examination board of a given study field a bachelor's or master's thesis in paper original. It is necessary to send the theses in advance (according to Article 14 Par. 8 sub. b)) and with reports from both the supervisor and opponents of bachelor's or master's thesis. In case of non-disclosed bachelor's or master's thesis with postponed publishing according to § 47b Art. 4 of the Act also the non-disclosure agreement according to Art. 15 Par. 15 sub. b signed by the opponent must also be sent.

- (18) The head of a department where the final state exams are not organized according to Paragraph 16 will ensure that the supervisor of bachelor's or master's thesis are present at the proceeding when the bachelor's or master's thesis is defended. If the supervisor of this bachelor's or master's diploma thesis cannot arrive at the session of the examination board another, another supervisor of a student's project must substitute him or then the head of the department will charge another academic worker of his department with substituting the supervisor of this bachelor's or master's diploma thesis at the session of the examination board.
- (19) The supervisor of bachelor's or master's thesis prepares the report on the bachelor's or master's thesis electronically in the KOS system. In the report he evaluates the bachelor's or master's thesis in the areas listed in the electronic form in the KOS system and classifies it by a degree scale according to Article 11 Paragraph 1 of the Code. The electronically filled in supervisor's report on the bachelor's or master's thesis he afterwards prints and delivers in paper form with his signature
  - to the secretary of the examination board (see Article 16 Par. 6 and Art. 14 Par. 8 sub. b) in case the student (full-time and part-time form of study) has the bachelor's or master's thesis assigned (according to Art. 15 Par. 3. and 4) at a department that organizes the SZZ in a given form of study and a relevant study field according to Paragraph 16
  - at the secretary office of the department where the student (full-time and part-time form of study) has his bachelor's or master's thesis assigned in case the department does not organize SZZ in a given form of study and a relevant study field according to Paragraph 16
- (20) The opponent compiles the report on the bachelor's or master's thesis where he evaluates and grades according to Art. 11 Par. 1 of the Code. The opponent submits the report latest 3 calendar days before the 1<sup>st</sup> day of the term for SZZ set in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague" electronically in the KOS system according to the instructions received by the email (see Art. 15 Par. 14 sub. b)) or sends it electronically in the \*.pdf format to the referee of the department for the SZZ who inputs it in the KOS system. In case of using for the report directly the KOS system the opponent evaluates the bachelor's or master's thesis in the areas given in the electronic form of the KOS system. After compiling the report the opponent prints it (from the KOS system or from his own data) and delivers it signed latest 3 calendar days before the 1<sup>st</sup> day of the term for SZZ set in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague"
  - to the secretary of the examination board (see Article 16 Par. 6 and Art. 14 Par. 8 sub. b) in case the student (full-time and part-time form of study) has the bachelor's or master's thesis assigned (according to Art. 15 Par. 3. and 4) at a department that organizes the SZZ in a given form of study and a relevant study field according to Paragraph 16
  - at the secretary office of the department where the student (full-time and part-time form of study) has his bachelor's or master's thesis assigned in case the department does not organize SZZ in a given form of study and a relevant study field according to Paragraph 16
- (21) The student and all the members of the examination board have the possibility to see the complete bachelor's or master's thesis and the supervisor's and opponent's reports in the KOS system latest 3 calendar days before the 1<sup>st</sup> day of the term for SZZ set in the "Time schedule of the academic year for the Bachelor's and Masters's study program at Faculty of Transportation Sciences, CVUT in Prague".
- (22) The student can write down the compulsory courses DČPS, bachelor's or master's thesis in case the bachelor's or master's thesis is assigned.

- (23) The secretary of an examination board, appointed by the head of the department with this role according to the procedure in Art. 13 Par. 4 sub. c) ensures that all the defended bachelor's or master's theses are delivered to the local library (within the CTU central library). It has to be done 10 calendar days after the SZZ and the secretary is responsible for the transition. The submission of the theses is confirmed in the protocol, which is kept in one copy at the local library of FD and in one copy at the given department where the manager for education is responsible for the archivation according to Art.14 Par. 6.

#### **Article 16 – SZZ Grading**

- (1) Particular parts of the SZZ and the SZZ as a whole unite are graded according to Article 11 Paragraph 1 of the Code.
- (2) The special courses of oral part of the SZZ are graded separately and the results throughout the entire studies are taken into account. The board evaluates the defence of the bachelor's or master's thesis with consideration of supervisor's and opponent's evaluation.
- (3) When defending the bachelor or master's degree thesis the members of the board and the student are familiar with the grading of the supervisor's and the opponent's report. Subsequently the student reacts to comments written in the evaluation of bachelor's or master's degree thesis and answers the questions.
- (4) The oral part of the SZZ verifies complex knowledge of the study field.
- (5) Grading of the SZZ is carried out in accordance with Paragraphs 17 and 18 of the Code.
- (6) The examination board states the overall result of the SZZ (resultant grade of the SZZ) according to Article 17 Paragraph 2 of the Code. The board is recommended to state overall result of the SZZ (resultant grade of the SZZ) on the basis of assessment of the 4 parts of SZZ consisting of defence of bachelor's or master's thesis, and three special courses. The board always grades the overall result A (excellent) in case that at maximum 2 of 4 parts were graded B (very good) and the other two A (excellent) or at maximum one part grade C (good) and the rest grade A (excellent).
- (7) After the chairman of the examination board announces the student the results of the SZZ, but still during the day of the SZZ at the latest, student (based on the request of the secretary of the examination board) confirms by his/her signature on the record of the final state examination his/her approval of the validity of the information in the record.

#### **Article 17 – SZZ taken at a collaborating university in abroad within “Joint-degrees” study programmes and fields**

- (1) Student who studies within “Joint-degrees” study programmes and fields can take SSZ at a collaborating university in abroad.
- (2) The member of the board for SZZ carried out according to Paragraph 1 must be at least one academic worker of the Faculty appointed by the dean according to Article 14 Paragraphs 1 – 5 for a relevant „Joint-degrees“ study programme and field.
- (3) SZZ taken according to Paragraph 1 is recognized by the dean to a student according to the procedure mentioned in Paragraph 4.
- (4) The application for recognition of SZZ taken by a student according to Paragraph 1 must be submitted by a member of the board for SSZ (taken according to Paragraph 1) mentioned in Paragraph 2 in co-operation with a student by 1 month from passing SZZ at the latest on an electronically filled in form „Recognition of Final State Examination in the Master's Degree Study Programme“ (published for downloading on the public section of the websites of the faculty zveřejněném ke stažení na internetových stránkách fakulty – see also Article 21 Paragraph 2 sub. d)) through the medium of the study department. On the application including grading of particular parts of the SZZ the vice-dean for education on behalf of the dean approves or disapproves and issues a decision on recognition of SZZ on the basis of a submitted original or a copy verified by a member of the board for the SZZ (taken according to Paragraph 1) mentioned in Paragraph 2 of a certificate on taking SZZ according to Paragraph 1.
- (5) One month from taking the SZZ according to Paragraph 1 at the latest a member of the examination board for this SZZ (mentioned in Paragraph 2) ensures that 1 copy of each of such a defended diploma thesis is delivered to the local library (within the CTU central library) and is responsible for the transition. The submission of the theses is confirmed in the protocol, which is kept in one copy at the local library of FD and in one copy at the given department where the manager for the pedagogical agency is responsible for archiving according to Art.14 Par. 6.

**Article 18 – SZZ on a substitute date or repeating the SZZ**

- (1) A substitute date or repeating the SZZ is directed by Article 16 Paragraphs 9 and 10 of the Code and Article 17 Paragraphs 3, 4, 5 of the Code.
- (2) The student repeats the SZZ at the same examination board (the same department) where he was previously graded the final result F.
- (3) In case the student repeats the SZZ the part of oral exams in one or more special courses (see Article 12 Paragraph 5 sub. b) and Article 16 Paragraph 3 sub. b) of the Code), the examiners are the same members of the board who examined the student previously in the same courses and graded him F. In case these requirements cannot be fulfilled, the vice-dean for education decides on the examiner of the course.
- (4) In case the defence of the bachelor's or master's thesis at the final state examination was graded F, the examination board must state in the record of the final state examination in which way it is necessary to rewrite the bachelor's or master's thesis and if it is necessary the head of the department assigns in the new assignment of this bachelor's or master's thesis new name of the thesis, new guides for elaboration and another supervisor of the thesis. New bachelor's or master's thesis assignment must the head of the department in these cases (according the rules in Art. 15 Par. 7, 9 and 10) assigne latest 1 month from the date the defence of the bachelor's or master's thesis was classified with the grade F.

**Article 19 – Control activity focused on bachelor and master study programmes**

- (1) At the Faculty a control of bachelor and master study programmes can be carried out which is focused particularly on checking:
  - a) Quality of tuition from the point of view of its content according to the granted accreditation
  - b) following the time schedule of tuition
  - c) observance of the legislative regulations of the CTU in Prague or the Faculty focused on pedagogical problems
  - d) preparation and course of final state examinations
  - e) archiving documents and papers concerning the course of study at departments and the study department
  - f) work of the study department
- (2) A lecturer of the course can - according to Paragraph 1 sub. a) - make an inspection if it is the check focused on a training course as a part of a relevant course.
- (3) A head of a department, the vice-dean for pedagogy, his deputy or the dean of the faculty can - according to Paragraphs 1, sub. a) to d) - make an inspection.
- (4) The vice-dean for pedagogy or his deputy can - according to Paragraphs 1 sub. e) and f) - make an inspection.
- (5) A written record has to be made of every inspection carried out according to Paragraph 1 which has to contain:
  - a) date and place of the inspection
  - b) subject of the inspection according to Paragraphs 1 sub. a) to f)
  - c) found failings and suggestion how to remove them including a term
  - d) name and signature of a person who made the inspection according to Paragraphs 2 to 4
- (6) A written record of the inspection according to Paragraph 1 has to be made by 11 working days from date the inspection was carried out. The record is made by a person who is entitled according to Paragraphs 2 to 4.
- (7) A written record of inspection carried out by
  - a) a lecturer of a course (according to Paragraph 2) is archived at a relevant department for 5 years and the manager for pedagogical agency of a department is responsible for its archiving.
  - b) a head of a department (according to Paragraph 3) is archived at a relevant department for 5 years and the manager for pedagogical agency of a department is responsible for its archiving and then the copy of this record is submitted to the study department where a head of the department is responsible for its archiving
  - c) the vice-dean for pedagogy, his deputy or the dean of the faculty is archived at the study department where it is archived for 5 years and the head of the department is responsible for its archiving



## **Article 20 – Complaints and their resolution**

- (1) In case of finding a slip that might result in violation of legislative regulations of the CTU in Prague or the Faculty (particularly The Study and Examination Code for Students of CTU in Prague and this Directive) or in case of finding facts that refer to a decrease in quality of tuition or to non-objective attitude towards tuition or completing courses a student, academic worker or a group of students or academic workers (further on “complainer”) submit a complaint.
- (2) The complaint has to be made in a deed form by writing and has to contain the following relevant information:
  - a) addressee of the complaint (see Paragraph 3)
  - b) case
  - c) text of the complaint presenting correct data on failures or facts according to Paragraph 1
  - d) date of submitting the complaint
  - e) legible name and surname of a complainer
  - f) personal signature of a complainer
- (3) The complaint is submitted to:
  - a) a lecturer of the course in case that the found failures or facts according to Paragraph 1 were caused by a trainer of the relevant course
  - b) a head of a department in case that the found failures or facts according to Paragraph 1 were caused by a lecturer or trainer of a course of a relevant department or in case the complainer is not satisfied with the resolution to the complaint submitted according to sub. a)
  - c) the vice-dean for education in case that the found failures or facts according to Paragraph 1 were caused by a head of a department or in case the complainer is not satisfied with the resolution to the complaint submitted according to sub. a) or b)
  - d) the dean in case that the complainer is not satisfied with the resolution to the complaint submitted according to sub. a), b) or c)
- (4) A complainer can submit the complaint to an addressee according to the order of parts a) to d) mentioned in Paragraph 3 and in case of important regard he can start with sub. c) or d) of Paragraph 3.
- (5) In the case according to Paragraph 3 sub. c) the complaint is submitted through the mediation of the head of the study department. In case according Paragraph 3 sub. d) the complaint is submitted through the mediation of the dean's office. In case according to Paragraph 3 sub. a), b) and d) the complainer will send a copy of the complaint to the head of the study department to be archived.
- (6) A complaint is dealt with by a:
  - a) lecturer of a course or a head of a department by 21 working days in case of a complaint submitted according to Paragraph 3 sub. a) or b)
  - b) the vice-dean for education or the dean by 41 working days in case of a complaint submitted according to Paragraph 3 sub. c) or d)who is obliged to inform a complainer about the way of its resolution in a deed form by writing.
- (7) It is compulsory to send a copy of a written reply to a complaint to the head of the study department to be archived according to Paragraph 6.
- (8) In case that a complainer and an addressee (according to Paragraph 3) regarding the complaint submitted according to Paragraph 3 sub. c) or d) reach an agreement with free consent and without pressure, the resolution to the complaint may be carried out by an oral discussion.
- (9) The head of the study department archives all the originals or copies (see Paragraph 3) of complaints submitted according to Paragraphs 1 to 5 at the study department for the period of 10 years.
- (10) The head of the study department archives all the copies of replies to complaints according to Paragraph 6 at the study department for the period of 10 years.
- (11) In case if a complainer asks for, a complaint will be resolved with a head of a relevant department without mentioning complainer's data.

### **Article 21 – Electronic forms for students**

- (1) Electronic forms are published on the public section of the websites of the faculty (see “For Students”, part “Forms for Downloading”) for students to be downloaded which a student is obliged to use and fill in only electronically (with the exception of his own signature).
- (2) If a student deals with one of the situations mentioned in parts a) to j) he has in accordance with Paragraph 1 to use one or more electronic forms for the situations mentioned below:
  - a) applications concerning general issues
    - general application (other problems)
    - application for change of personal data
  - b) registrations in a semester – exceptional situations
    - form “Application for postponement of the term of registration into semester” (for the reasons that have nothing to do with fulfilment of study duties according to the Code)
    - form “Application for postponement of the term of registration into semester” (For the purpose of getting assessment, graded assessment or exam in a course)
    - form “Application for registration into higher year within enrolment in semester”
  - c) applications for recognition of results in courses
    - form „Application for recognition of results in courses”
    - form “Recognition sheet – application for recognition of results in courses within the framework of the Faculty“
    - form “Recognition sheet – application for recognition of results in courses from another faculty of CTU or another university“
  - d) applications dealing with the courses completed at a university abroad and Final State Exam passed at a collaborating foreign university
    - form “Application for recognition of the results in the courses from a collaborating foreign university “
    - form “Recognition of Final State Examination in the Master's Degree Study Programme“ for application for recognition of Final State Examination completed at a collaborating foreign university
  - e) applications for Transfers between forms of study, fields and projects (within the same field of the Faculty)
    - form “Application for a transfer between forms of study“
    - form “Application for a transfer between projects and fields of study“
    - form “Application for a transfer between projects within the same field of the Faculty“
  - f) applications regarding fees and scholarships
    - form “Application for a social scholarship“
    - form “Application for a review of a decision on denial of the accommodation scholarship“
    - form “Application for a review of a decision on assessment of the study fee“
  - g) projects entrance procedure
    - form “Application for a preferential registration into a project“
  - h) announcements and applications regarding studies interruption and study ceasing
    - form “Announcement on ceasing study“
    - form “Application for studies interruption“
    - form “Application for extension or shortening of interruption of study“
  - i) assignment of bachelor's or master's thesis
  - j) announcements and applications regarding a substitute deadline for submission of bachelor's or master's thesis
    - form “Statutory declaration on the submitting the VZKP and announcement about postponement of taking the SZZ”
    - form „Announcement on postponement of taking final state examination (SZZ) and of submission of a bachelor's of master's diploma thesis“

### **Article 22 – Archiving**

- (1) There is a duty to archive documents and written records concerning the course of study, interruption of study, permission for transfers and recognition of results in courses of preceding studies.
- (2) The following documents and written records of a student are archived at the study department for the period of 10 years:
  - a) registration sheets of students (according to Article 3 Paragraph 5)

- b) checked and confirmed written application forms for study results inspection (according to Article 7 Paragraph 9)
  - c) letters of appointment of chairmen, vice-chairmen and experts approved by the scientific board of the Faculty who are appointed by the dean as members of examination boards for particular types of study, study programmes and fields of study (according to Article 14 Paragraph 7)
  - d) originals or copies (see Article 20 Paragraph 3) of complaints submitted according to Article 20 Paragraphs 1 - 5 (according to Article 20 Paragraph 9)
  - e) replies to complaints according to Article 20 Paragraph 6 (according to Article 20 Paragraph 10)
  - f) originals of students' applications for studies interruption (according to Article 13 Paragraphs 5 to 8 of the Code, see also Article 21 Paragraph 2 sub. h))
  - g) copies of students' application for transfers from other study programmes at the Faculty, at other faculties or University institutes of CTU or at other universities in the Czech Republic or abroad (according to Article 9 Paragraphs 2 and 3)
  - h) originals of students' applications for transfers between particular study fields or study forms within the same study programme of the Faculty carried out at the same workplace of the Faculty (according to Article 9 Paragraphs 4 and 5)
  - i) originals of students' applications for transfers between study fields or study forms carried out at workplaces in Prague and Děčín (according to Article 9 Paragraph 6)
  - j) originals of students' applications for transfers between projects and study fields within the same study programme of the Faculty (according to Article 9 Paragraphs 4 and 5) and originals of students' applications for transfers between projects within the same study field of the Faculty (according to Article 11 Paragraph 25)
  - k) non-disclosure agreements according to Art. 15 Par. 11
  - l) printed originals of the reports of the final state examination including all annexes according to Art. 15 Par. 14 sub. b)
- (3) The following documents and written records of a student are archived at the study department for the period of 5 years:
- a) copies of written records of inspection carried out according to Article 19 Paragraph 3 (Art. 19 Par. 7 sub. b) )
  - b) originals of written records of inspection activities carried out according to Article 19 Paragraph 7 sub. c) (according to Article 19 Paragraph 7 sub. c))
  - c) copies of filled-in and signed forms form "Statutory declaration on the submitting the bachelor or master's degree thesis and announcement about postponement of taking the SZZ" and "Announcement on postponement of taking final state examination (SZZ) and of submission of a bachelor's or master's diploma thesis"(according to Article 13 Paragraph 5 and 6)
- (4) The following documents and written records of a student are archived at the departments:
- a) for the period of 10 years written records, independent of the KOS system, of awarded ungraded and graded assessments and examinations of students (according to Article 2 Paragraph 6)
  - b) for the period of 5 years transition protocols of delivery of the originals of all defended bachelor's and master's thesis to the local library of the Faculty (within the CTU central library) according to Article 15 Paragraph 23 (according to Article 14 Paragraph 8 sub. f))
  - c) for the period of 5 years originals of written records of inspection activities according to Article 19 Paragraphs 2 and 3 (according to Article 19 Paragraph 7 parts a) and b))
  - d) for the period of 5 years the non-disclosure agreements according to Art. 15 Par. 11
- (5) A charged officer of the study department is responsible for archiving the documents and written records according to Paragraph 2 parts a) to c) and g) to m) and Art. 3 Par 8.
- (6) The head of the study department is responsible for archiving documents and written records according to Paragraph 2 parts d) to f) and Paragraph 3 parts a) to c).
- (7) The course lecturer (according to Article 2 Paragraph 2 sub. a)) or a charged worker of a department (according to Article 2 Paragraph 6) is responsible for archiving documents and written records according to Paragraph 4 sub. a).
- (8) The manager for education of a relevant department is responsible for archiving documents and written records according to Paragraph 4 sub. b) to d).
- (9) The departments temporarily (until the date of the successful defence of the relevant bachelor's or master's thesis) archive the copies of the bachelor's or master's thesis

assignments with the student's signature confirming their assumption. The relevant department's referee for the SZZ is responsible for their archiving.

**Article 23 – Proper graduation from the University and University diploma**

- (1) When the students pass their state final examinations they become CTU graduates from the Faculty of Transportation and they gain their University diplomas. Graduates from bachelor's studies are given a degree "bachelor" (Bc. for short written before a name) while the graduates from master's studies are given a degree "engineer" (Ing. for short written after a name).
- (2) The University diploma is a valid document that declares the full completion of an academic degree. CTU issues the diploma with the study programme and study field to the graduates at the graduation ceremony.
- (3) Those students who finished the studies according to Art. 18 of the Code with the assessment "passed with distinction" are given diplomas with the distinction.

**Article 24 - The rights and the duties of students**

- (1) The rights and the duties of students are set in § 62 and 63 of The Higher Education Act No. 111/1998 and amendments and other acts.
- (2) The students are obliged to follow and keep the inner rules of the University and throughout the entire studies they are obliged to follow the public section of the websites of the faculty and it is their duty to follow the instructions which are introduced on them.

**Article 25 – Final provisions**

- (1) Dean's directive No. 3/2016 for bachelor's and master's degree study programmes at the Czech Technical University in Prague, Faculty of Transportation Science from 26.07.2016 as resulting from amendments and supplements is made void.
- (2) This directive is valid from 01.08.2017.
- (3) This directive comes into effect on 01.08.2017.

Prague 26.07.2017

Prof. Dr. Ing. Miroslav Svítek, dr. h. c.

m.p.

Dean of the Faculty